

To: Amy Cooke[amy.o.cooke@ptt.gov]; Kenny, Shannon[Kenny.Shannon@epa.gov]; Myron Ebell[myron.t.ebell@ptt.gov]
Sent: Wed 12/14/2016 11:40:18 PM
Subject: RE: Connecting to Briefings

Amy,

I understand you may want to be connected into the states briefing, which is currently scheduled for tomorrow morning at 9:30 am EST tomorrow December 15, 2016. Please let me know if you would like to connect via skype.

Thank you,

Laura

From: Amy Cooke [mailto:amy.o.cooke@ptt.gov]
Sent: Tuesday, December 13, 2016 5:06 PM
To: Poole, Laura <Poole.Laura@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Myron Ebell <myron.t.ebell@ptt.gov>
Subject: Re: Connecting to Briefings

Laura,

Thank you so much for your help in getting me connected! It worked very well! I hope we can do that in the future so I can continue to participate.

Best wishes,

Amy

On Tue, Dec 13, 2016 at 3:33 PM, Poole, Laura <Poole.Laura@epa.gov> wrote:

I have the meeting room open. Please let me know if you are having trouble getting

connected.

Sent from my iPhone

On Dec 13, 2016, at 3:00 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

Thank you! I'm going to try with my GSA laptop. If it doesn't work, I'll try my work desktop.

A

On Tue, Dec 13, 2016 at 2:35 PM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Ok if you have trouble please call my cell and I will work to get you connected.

Sent from my iPhone

On Dec 13, 2016, at 1:56 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

Thanks. I'll try to follow instructions! ;)

On Tue, Dec 13, 2016 at 9:30 AM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Good Morning Amy,

After some discussion and testing we believe the simplest way to connect you to the briefings via video conference is to use EPA's Skype for Business. I understand you would like to be connected into a meeting at 3:30 pm this afternoon. I have included a link to the on-line meeting below. To join the meeting click on the link, and follow the prompts.

I would like to set up a time to test with you today prior to the first briefing. Please let me know if you have availability for a quick walkthrough. I am free anytime between now and 2:00 EST. I can be reached at [202-566-2843](tel:202-566-2843).

Please note you will have to access the link below from a computer (it will not work on a mobile device). The computer also needs to have a webcam and microphone to allow video and audio. Your GSA furnished laptop should work. If you cannot access this e-mail on the computer you would like to use, simply type this address. Detailed step by step instructions are included below.

Thank you,

Laura

Steps for Connecting:

1) Click on the link or type

Ex. 6 - Personal Privacy into your web browser.

→ Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

2) On the next screen you will be prompted to

1. Download and install and Add In, this only needs to be done the first time

2. Then you will need to click Join the Meeting.

3) Enter your name as guest

4) Click join full audio

5) Once in the meeting you will have the option to start video.

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: 202-641-4814

E-mail: poole.laura@epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Tue 12/20/2016 7:54:05 PM
Subject: Re: 12-20 briefings

I'm calling in now.

On Tue, Dec 20, 2016 at 10:53 AM Poole, Laura <Poole.Laura@epa.gov> wrote:

Hey Amy I'm not seeing you. Can you give me a call on my cell??

Sent from my iPhone

On Dec 20, 2016, at 12:48 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

I am logged in. Let me know if you see me.

A

On Tue, Dec 20, 2016 at 10:14 AM, Amy Cooke

<amy.o.cooke@ptt.gov> wrote:

I just received the schedule. Looks like I can do Civil Rights and Environmental Education. My landing team training is during Environmental Justice so I'll miss that briefing.

Many thanks...AGAIN!

On Tue, Dec 20, 2016 at 10:09 AM, Amy Cooke

<amy.o.cooke@ptt.gov> wrote:

Laura and Shannon.

I will plan to connect at 12:45 ET/10:45 MT and use my work network as I did last time. I will have to sign off for 30 minutes at noon because I also have a mandatory landing team training. So let me know where and how that interferes with today's schedule.

Thanks again. You ladies have been great.

Amy

On Tue, Dec 20, 2016 at 9:23 AM, Poole, Laura

<Poole.Laura@epa.gov> wrote:

Amy,

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Thank you,

Laura

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1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone:

202-566-2843

Cell:



E-mail:

poole.laura@epa.gov

-----Original Message-----

From: Kenny, Shannon

Sent: Monday, December 19, 2016 9:32 PM

To: Amy Cooke <amy.o.cooke@ptt.gov>

Cc: Poole, Laura <Poole.Laura@epa.gov>

Subject: Re: 12-20 briefings

Hi Amy, briefings will start at 1 tomorrow and I'm CC'ing Laura Poole here who can set up call in.

Talk to you tomorrow,

Shannon

Sent from my iPhone

> On Dec 19, 2016, at 9:12 PM, Amy Cooke <amy.o.cooke@ptt.gov>
wrote:

>

> Hello Shannon, please can forward a call in number or let me know if
Skype is available for Tuesday's briefings. Thank you!

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Tue 12/20/2016 5:48:43 PM
Subject: Re: 12-20 briefings

I am logged in. Let me know if you see me.
A

On Tue, Dec 20, 2016 at 10:14 AM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

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Thank you,

Laura

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Sent: Tue 12/20/2016 3:14:24 PM
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Laura

Laura Poole

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1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: 

E-mail: poole.laura@epa.gov

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To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Tue 12/20/2016 3:09:15 PM
Subject: Re: 12-20 briefings

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Laura

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1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: [REDACTED]

E-mail: poole.laura@epa.gov

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> Hello Shannon, please can forward a call in number or let me know if Skype is available

for Tuesday's briefings. Thank you!

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Thur 12/15/2016 1:18:03 PM
Subject: Re: Connecting to EPA and States

Let's just connect by phone. What number should I call!

On Wed, Dec 14, 2016 at 5:41 PM Amy Cooke <amy.o.cooke@ptt.gov> wrote:

That would work too. Maybe even better. I'll text you in the morning.

On Wed, Dec 14, 2016 at 5:28 PM Poole, Laura <Poole.Laura@epa.gov> wrote:

Yes, that works. We can also just connect you via phone line if you can't connect via skype.

From: Amy Cooke [mailto:amy.o.cooke@ptt.gov]

Sent: Wednesday, December 14, 2016 7:27 PM

To: Poole, Laura <Poole.Laura@epa.gov>

Subject: Re: Connecting to EPA and States

Yes, I would like to. I will be at the airport so let me see if I can find a private space where I can plug in head phones. I'll use my laptop and the my personal hot spot so it's secure.

Can I text you on your cell to let you know when I've done that.

Thanks.

Amy

On Wed, Dec 14, 2016 at 6:55 PM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Amy,

The EPA and States briefing is scheduled for tomorrow at 9:30 am EST. Please let me know if you would like to be connected via Skype. We can use the same

link we used for your
last briefing.

Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone:

202-566-2843

Cell:



E-mail:

poole.laura@epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Thur 12/15/2016 12:41:33 AM
Subject: Re: Connecting to EPA and States

That would work too. Maybe even better. I'll text you in the morning.

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Laura

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Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone:

202-566-2843

Cell:



E-mail:

poole.laura@epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Thur 12/15/2016 12:26:35 AM
Subject: Re: Connecting to EPA and States

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Can I text you on your cell to let you know when I've done that.

Thanks.

Amy

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Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: [REDACTED]

E-mail: poole.laura@epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Tue 12/13/2016 8:00:19 PM
Subject: Re: Connecting to Briefings

Thank you! I'm going to try with my GSA laptop. If it doesn't work, I'll try my work desktop.
A

On Tue, Dec 13, 2016 at 2:35 PM, Poole, Laura <Poole.Laura@epa.gov> wrote:

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Sent from my iPhone

On Dec 13, 2016, at 1:56 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

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Thank you,

Laura

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Ex. 6 - Personal Privacy

into your web browser.

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3) Enter your name as guest

4) Click join full audio

5) Once in the meeting you will have the option to start video.

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Tue 12/13/2016 6:56:45 PM
Subject: Re: Connecting to Briefings

Thanks. I'll try to follow instructions! ;)

On Tue, Dec 13, 2016 at 9:30 AM, Poole, Laura <Poole.Laura@epa.gov> wrote:

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Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: Supple, Joe[Supple.Joe@epa.gov]
From: Myron Ebell
Sent: Fri 12/30/2016 5:29:24 PM
Subject: Re: Test to myron.t.ebell@ptt.gov from Lotus Notes - please reply to either test message

This is the one I received.

On Fri, Dec 30, 2016 at 11:19 AM <Supple.Joe@epamail.epa.gov> wrote:

Test to myron.t.ebell@ptt.gov from Lotus

Notes - please reply to either test message

Any questions, please reply

Joseph Supple

NNES - National Notes and Email Support

CSC ITS-EPA Team

Supporting the Environmental Protection Agency

79 TW Alexander Drive, Bldg 4401

Research Triangle Park, NC, 27709

Telephone: 919-767-7278

Fax: 919-767-7506

Email: Supple.Joe@epamail.epa.gov

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Email: Supple.Joe@epamail.epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Thur 12/15/2016 4:04:38 PM
Subject: Re: Accessing E-briefing Site

Hey Laura,
I've received a message that says I need a new invitation. Please resend at your convenience.
Thank you!

On Thu, Dec 15, 2016 at 8:23 AM Poole, Laura <Poole.Laura@epa.gov> wrote:

Amy,

Here is a link to the site-

<https://usepa.sharepoint>

Ex. 6 - Personal Privacy

You can log in using the Microsoft account you set up on Dec. 9th.

PTT E-mail and then password you chose

I will also re-send an invitation to your PTT e-mail address. If you have access to that on the ipad you can click the link and access that way.

If you have any issues please call my cell and I will walk you through an alternative way to access.

Thank you,

Laura

Laura Poole

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Washington, DC 20460

Phone: 202-566-2843

Cell: [Ex. 6 - Personal Privacy]

E-mail: poole.laura@epa.gov

To: Poole, Laura[Poole.Laura@epa.gov]
From: Amy Cooke
Sent: Thur 12/15/2016 3:47:16 PM
Subject: Re: Accessing E-briefing Site

I'm on but can't turn off mute!

On Thu, Dec 15, 2016 at 8:23 AM Poole, Laura <Poole.Laura@epa.gov> wrote:

Amy,

Here is a link to the site-

<https://usepa.sharepoint.com/Forms/AllItems.aspx?RootFolder=/Forms/AllItems.aspx>

Ex. 6 - Personal Privacy

You can log in using the Microsoft account you set up on Dec. 9th.

PTT E-mail and then password you chose

I will also re-send an invitation to your PTT e-mail address. If you have access to that on the ipad you can click the link and access that way.

If you have any issues please call my cell and I will walk you through an alternative way to access.

Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: benton@ Ex. 6 - Personal Privacy benton@ Ex. 6 - Personal Privacy ; hwgreaves@ Ex. 6 - Personal Privacy hwgreaves@ Ex. 6 - Personal Privacy ; jschwab@bakerlaw.com[jschwab@bakerlaw.com]; david.w.kreutzer@ptt.gov[david.w.kreutzer@ptt.gov]; patrickdavis@ Ex. 6 - Personal Privacy [patrickdavis@ Ex. 6 - Personal Privacy]; charlesdmunoz@ Ex. 6 - Personal Privacy charlesdmunoz@ Ex. 6 - Personal Privacy; doug@dougericksen.com[doug@dougericksen.com]; george.y.sugiyama@ptt.gov[george.y.sugiyama@ptt.gov]; laynebangerter@yahoo.com[laynebangerter@yahoo.com]; David Schnare[david.w.schnare@ptt.gov]
Cc: Myron Ebell[myron.t.ebell@ptt.gov]
From: Kenny, Shannon
Sent: Thur 1/19/2017 6:04:51 PM
Subject: EPA Beach Head Team - Saturday 12:30pm
[phone list for acting AAs RAs.docx](#)

Hi everyone, welcome (soon) to EPA!

Per our conversation with Don on Wednesday, we will see you all at EPA HQ at 12th & Pennsylvania Ave NW this Saturday at 12:30 pm. You will enter through the NORTH building entrance, which is at the top of the Federal Triangle metro escalator. Donna Vizian will be there to greet you and provide you with your temporary badges.

We will then go upstairs for quick swearing in (so you will become official EPA employees) and meet-and-greet with a handful of us, before setting up your workspaces and IT equipment.

For your reference, here is a list of EPA staff who will be there on Saturday:

- Catherine McCabe - Acting Administrator
- Mike Flynn - Acting Deputy Administrator
- Donna Vizian - Acting Assistant Administrator for Administration & Resource Management (HR, Facilities, Acquisition)
- Karen Higginbotham - Director, Executive Resources Division (HR)
- Steve Fine - Acting Assistant Administrator for Environmental Information (IT), plus support technicians
- Shannon Kenny - EPA Transition Director & Acting Associate Administrator for Policy, plus staff
- Nancy Grantham - Acting Press Secretary

We have planned three meetings in addition to helping you all get situated. We will leave it to Don who attends each. They can happen sequentially or simultaneously.

- General Discussion with Catherine & Mike
- Regulatory Status Discussion with Shannon
- Communications Discussion with Nancy

For your reference, I am also attaching here a phone list for all of the acting AAs and RAs - these

are the most senior career people in each program and region, who are filling in until the senior political appointee spots are filled by the incoming President.

We look forward to meeting you all and planning for the time ahead.

Shannon Kenny

EPA Transition Director

Acting Associate Administrator for Policy

Environmental Protection Agency First Assistants (as of January 20, 2017)

Acting AAs			
Name	Office	Office	Mobile
David Bloom	OCFO (Budget)	202-564-3513	Ex. 6 - Personal Privacy
Barry Breen	OLEM (Waste/ER)	202-566-0187	
Wendy Cleland-Hamnett	OCSPP (Chemicals/Pesticides)	202-564-6745	
Sarah Dunham	OAR (Air)	202-343-9301	
Steve Fine	OEI (IT)	202-564-1487	
Mike Flynn	Deputy Administrator	202-343-9356	
Nancy Grantham	Press Secretary	202-564-6879	
Bob Kavlock	ORD (Science)	202-564-6620	
Shannon Kenny	OP (Policy)	202-566-2964	
Kevin Minoli	OGC (Counsel)	202-564-5551	
Jane Nishida	OITA (International/Tribal)	202-564-1531	
John Reeder	Chief of Staff	202-564-6082	
Robin Richardson	OCIR (Congress/States)	202-564-3358	
Mike Shapiro	OW (Water)	202-564-0516	
Larry Starfield	OECA (Enforcement)	202-564-8179	
Donna Vizian	OARM (HR/Facilities/Acquisition)	202-564-2533	

Acting RAs			
Name	Office	Office	Mobile
Deb Szaro	Region 1 (Boston)	617-918-1011	Ex. 6 - Personal Privacy
Catherine McCabe	Region 2 (New York)	212-637-5025	
Cecil Rodrigues	Region 3 (Philadelphia)	215-814-2683	
Anne Heard	Region 4 (Atlanta)	404-562-8353	
Bob Kaplan	Region 5 (Chicago)	312-886-1499	
Sam Coleman	Region 6 (Dallas)	214-665-3110	
Ed Chu	Region 7 (Kansas City)	913-551-7333	
Deb Thomas	Region 8 (Denver)	303-312-6298	
Alexis Strauss	Region 9 (San Francisco)	415-972-3572	
Michelle Pirzadeh	Region 10 (Seattle)	206-553-1272	

To: Myron Ebell[myron.t.ebell@ptt.gov]
From: Kenny, Shannon
Sent: Mon 1/16/2017 10:39:42 PM
Subject: Qs for tomorrow
phone list for acting AAs RAs.docx
ATT00001.txt

Myron,

In advance of our meeting with Don and Charles tomorrow, I wanted to share a list of key questions for Don's team, in hopes we can discuss the answers at our meeting:

- Is our list of 13 beach head team members (below) accurate and up-to-date?
- What is the preferred start date (Friday, Saturday or Monday) of each team member?
- What kinds of support will the team need on Friday-Sunday, and which key career managers will you need available in person?
- On Friday, would you prefer to be sworn in and work at the GSA building at 1800 F St NW or in EPA's East building at 12th St & Constitution Ave NW? According to the Secret Service, we will be allowed to enter EPA's East Building, but the closest open metro station will be Foggy Bottom, a 1.5 mile/30 min walk.
- Are there any briefings, introductions, or other meetings you would like us to arrange for Monday or other times during your first week?

Here is the most recent list of beach head team members we have received:

1. Don Benton
2. Holly Greaves
3. Justin Schwartz
4. David Kreutzer
5. Patrick Davis
6. Joseph Desilets
7. Charles Munoz
8. Roger Martella
9. David Schnare
10. George Sukiyaama
11. Layne Bangerter
12. Brian Dansel
13. Doug Ericksen

I have attached the final list of mobile phone numbers for all of the career officials who will be acting in Associate/Assistant/Regional Administrator roles on January 20 at noon, unless action is taken by the incoming President.

Thank you,
Shannon

Environmental Protection Agency First Assistants (as of January 20, 2017)

Acting AAs			
Name	Office	Office	Mobile
David Bloom	OCFO (Budget)	202-564-3513	Ex. 6 - Personal Privacy
Barry Breen	OLEM (Waste/ER)	202-566-0187	
Wendy Cleland-Hamnett	OCSPP (Chemicals/Pesticides)	202-564-6745	
Sarah Dunham	OAR (Air)	202-343-9301	
Steve Fine	OEI (IT)	202-564-1487	
Nancy Grantham	Press Secretary	202-564-6879	
Bob Kavlock	ORD (Science)	202-564-6620	
Shannon Kenny	OP (Policy)	202-566-2964	
Kevin Minoli	OGC (Counsel)	202-564-5551	
Jane Nishida	OITA (International/Tribal)	202-564-1531	
Robin Richardson	OCIR (Congress/States)	202-564-3358	
Mike Shapiro	OW (Water)	202-564-0516	
Larry Starfield	OECA (Enforcement)	202-564-8179	
Donna Vizian	OARM (HR/Facilities/Acquisition)	202-564-2533	

Acting RAs			
Name	Office	Office	Mobile
Deb Szaro	Region 1 (Boston)	617-918-1011	Ex. 6 - Personal Privacy

Catherine McCabe	Region 2 (New York)	212-637-5025	Ex. 6 - Personal Privacy
Cecil Rodrigues	Region 3 (Philadelphia)	215-814-2683	
Anne Heard	Region 4 (Atlanta)	404-562-8353	
Bob Kaplan	Region 5 (Chicago)	312-886-1499	
Sam Coleman	Region 6 (Dallas)	214-665-3110	
Ed Chu	Region 7 (St. Louis)	913-551-7333	
Deb Thomas	Region 8 (Denver)	303-312-6298	
Alexis Strauss	Region 9 (San Francisco)	415-972-3572	
Michelle Pirzadeh	Region 10 (Seattle)	206-553-1272	

To: Amy Cooke[amy.o.cooke@ptt.gov]
From: Poole, Laura
Sent: Tue 12/20/2016 5:53:20 PM
Subject: Re: 12-20 briefings

Hey Amy I'm not seeing you. Can you give me a call on my cell??

Sent from my iPhone

On Dec 20, 2016, at 12:48 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

I am logged in. Let me know if you see me.
A

On Tue, Dec 20, 2016 at 10:14 AM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

I just received the schedule. Looks like I can do Civil Rights and Environmental Education. My landing team training is during Environmental Justice so I'll miss that briefing.
Many thanks...AGAIN!

On Tue, Dec 20, 2016 at 10:09 AM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

Laura and Shannon.
I will plan to connect at 12:45 ET/10:45 MT and use my work network as I did last time. I will have to sign off for 30 minutes at noon because I also have a mandatory landing team training. So let me know where and how that interferes with today's schedule.

Thanks again. You ladies have been great.

Amy

On Tue, Dec 20, 2016 at 9:23 AM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Amy,

We can connect you via Skype. We were having some audio issues on our end the first time, that was making it hard to hear you. If you are available, I would like to make sure your microphone is adjusted and check a few other settings before we begin. Let's connect at 12:45 EST if that works for you.

.....

→ Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Please let me know if you have any questions.

Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

-----Original Message-----

From: Kenny, Shannon

Sent: Monday, December 19, 2016 9:32 PM

To: Amy Cooke <amy.o.cooke@ptt.gov>

Cc: Poole, Laura <Poole.Laura@epa.gov>

Subject: Re: 12-20 briefings

Hi Amy, briefings will start at 1 tomorrow and I'm CC'ing Laura Poole here who can set up call in.

Talk to you tomorrow,

Shannon

Sent from my iPhone

> On Dec 19, 2016, at 9:12 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

>

> Hello Shannon, please can forward a call in number or let me know if Skype is available for Tuesday's briefings. Thank you!

To: Amy Cooke[amy.o.cooke@ptt.gov]
Cc: Poole, Laura[Poole.Laura@epa.gov]
From: Poole, Laura
Sent: Thur 12/15/2016 4:33:17 PM
Subject: Poole, Laura has invited you to 'Transition E-Briefing System'

Sorry for the delay. Please let me know if this does not grant you access.

Thank you,

Laura

Go to [Transition E-Briefing System](#)

Follow this site to get updates in your newsfeed.

Get the OneDrive mobile app! Available for  |  | 

To: Amy Cooke[amy.o.cooke@ptt.gov]
From: Poole, Laura
Sent: Thur 12/15/2016 1:40:26 PM
Subject: Re: Connecting to EPA and States

You can call 202-564-7012.

Sent from my iPhone

On Dec 15, 2016, at 8:18 AM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

Let's just connect by phone. What number should I call!

On Wed, Dec 14, 2016 at 5:41 PM Amy Cooke <amy.o.cooke@ptt.gov> wrote:

That would work too. Maybe even better. I'll text you in the morning.

On Wed, Dec 14, 2016 at 5:28 PM Poole, Laura <Poole.Laura@epa.gov> wrote:

Yes, that works. We can also just connect you via phone line if you can't connect via skype.

From: Amy Cooke [mailto:amy.o.cooke@ptt.gov]

Sent: Wednesday, December 14, 2016 7:27 PM

To: Poole, Laura <Poole.Laura@epa.gov>

Subject: Re: Connecting to EPA and States

Yes, I would like to. I will be at the airport so let me see if I can find a private space where I can plug in head phones. I'll use my laptop and the my personal hot spot so it's secure.

Can I text you on your cell to let you know when I've done that.

Thanks.

Amy

On Wed, Dec 14, 2016 at 6:55 PM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Amy,

The EPA and States briefing is scheduled for tomorrow at 9:30 am EST.
Please let me know if you would like to be connected via Skype. We can use
the same link we used for your

last briefing.

Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone:

202-566-2843

Cell:

Ex. 6 - Personal Privacy

E-mail:

poole.laura@epa.gov

To: Amy Cooke[amy.o.cooke@ptt.gov]
From: Poole, Laura
Sent: Thur 12/15/2016 12:28:45 AM
Subject: RE: Connecting to EPA and States

Yes, that works. We can also just connect you via phone line if you can't connect via skype.

From: Amy Cooke [mailto:amy.o.cooke@ptt.gov]
Sent: Wednesday, December 14, 2016 7:27 PM
To: Poole, Laura <Poole.Laura@epa.gov>
Subject: Re: Connecting to EPA and States

Yes, I would like to. I will be at the airport so let me see if I can find a private space where I can plug in head phones. I'll use my laptop and the my personal hot spot so it's secure.

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Thanks.

Amy

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Amy,

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Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: amy.o.cooke@ptt.gov[amy.o.cooke@ptt.gov]
Cc: Kenny, Shannon[kenny.shannon@epa.gov]
From: Poole, Laura
Sent: Wed 12/14/2016 11:55:39 PM
Subject: Connecting to EPA and States

Amy,

The EPA and States briefing is scheduled for tomorrow at 9:30 am EST. Please let me know if you would like to be connected via Skype. We can use the same link we used for your last briefing.

Thank you,

Laura

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: Amy Cooke[amy.o.cooke@ptt.gov]
From: Poole, Laura
Sent: Tue 12/13/2016 8:33:12 PM
Subject: Re: Connecting to Briefings

I have the meeting room open. Please let me know if you are having trouble getting connected.

Sent from my iPhone

On Dec 13, 2016, at 3:00 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

Thank you! I'm going to try with my GSA laptop. If it doesn't work, I'll try my work desktop.

A

On Tue, Dec 13, 2016 at 2:35 PM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Ok if you have trouble please call my cell and I will work to get you connected.

Sent from my iPhone

On Dec 13, 2016, at 1:56 PM, Amy Cooke <amy.o.cooke@ptt.gov> wrote:

Thanks. I'll try to follow instructions! ;)

On Tue, Dec 13, 2016 at 9:30 AM, Poole, Laura <Poole.Laura@epa.gov> wrote:

Good Morning Amy,

After some discussion and testing we believe the simplest way to connect you to the briefings via video conference is to use EPA's Skype for Business. I understand you would like to be connected into a meeting at 3:30 pm this afternoon. I have included a link to the on-line meeting below. To join the meeting click on the link, and follow the prompts.

I would like to set up a time to test with you today prior to the first briefing. Please let me know if you have availability for a quick walkthrough. I am free anytime between now and 2:00 EST. I can be reached at [202-566-2843](tel:202-566-2843).

Please note you will have to access the link below from a computer (it will not work on a mobile device). The computer also needs to have a webcam

and microphone to allow video and audio. Your GSA furnished laptop should work. If you cannot access this e-mail on the computer you would like to use, simply type this address. Detailed step by step instructions are included below.

Thank you,

Laura

Steps for Connecting:

1) Click on the link or type

Ex. 6 - Personal Privacy

into your web browser.

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

2) On the next screen you will be prompted to

1. Download and install and Add In, this only needs to be done the first time

2. Then you will need to click Join the Meeting.

3) Enter your name as guest

4) Click join full audio

5) Once in the meeting you will have the option to start video.

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: Amy Cooke[amy.o.cooke@ptt.gov]
From: Poole, Laura
Sent: Tue 12/13/2016 7:35:17 PM
Subject: Re: Connecting to Briefings

Ok if you have trouble please call my cell and I will work to get you connected.

Sent from my iPhone

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Thanks. I'll try to follow instructions! ;)

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Thank you,

Laura

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- 2) On the next screen you will be prompted to
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 2. Then you will need to click Join the Meeting.
- 3) Enter your name as guest
- 4) Click join full audio
- 5) Once in the meeting you will have the option to start video.

Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: **Ex. 6 - Personal Privacy**

E-mail: poole.laura@epa.gov

To: amy.o.cooke@ptt.gov[amy.o.cooke@ptt.gov]
Cc: Kenny, Shannon[kenny.shannon@epa.gov]; Song, Una[Song.Una@epa.gov]
From: Poole, Laura
Sent: Tue 12/13/2016 2:30:01 PM
Subject: Connecting to Briefings

Good Morning Amy,

After some discussion and testing we believe the simplest way to connect you to the briefings via video conference is to use EPA's Skype for Business. I understand you would like to be connected into a meeting at 3:30 pm this afternoon. I have included a link to the on-line meeting below. To join the meeting click on the link, and follow the prompts.

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Laura Poole

U.S. Environmental Protection Agency

Office of Strategic Environmental Management

1200 Pennsylvania Ave. NW

Washington, DC 20460

Phone: 202-566-2843

Cell: Ex. 6 - Personal Privacy

E-mail: poole.laura@epa.gov

To: Austin Lipari[austin.m.lipari@ptt.gov]
Cc: Poole, Laura[Poole.Laura@epa.gov]
From: Poole, Laura
Sent: Fri 12/9/2016 9:31:54 PM
Subject: Poole, Laura has invited you to 'Transition E-Briefing System'

Here's the site that Poole, Laura shared with you.

Go to Transition E-Briefing System

Follow this site to get updates in your newsfeed.

Get the OneDrive mobile app! Available for  |  | 